NEWS PROCEDURE IMPORTANT

Our Campus News programs need a shot of Vitamin B. Following are suggested sources of material for these programs.

1. Carbons of leading stories from next day's NEWS. They will continue to be gotten by the Member doing the program for the night. Remember to make them apply to our show. (E.g., say tomorrow for today.)

2. University News Releases. Found on my clip at present. Observe release dates, but we can release Tuesday' morning's stuff Monday night. Just see if there are any important releases which you didn't get from the NEWS. These items can generally be cut to the bare facts. Unused releases go in [redacted] top left drawer of the News desk.

3. Meetings likely to be too late for NEWS coverage in time for our program. Heelers will be assigned to these and be responsible for having stories ready for broadcast at 10.

4. Items obtained by phoning College Masters' Offices. Heelers will be assigned to make these calls in the afternoons. We want stories which, although they may apply only to one College, are interesting to many.

5. Spontaneous stories dug up by heelers and left on my clip. Generous credit will be given for these.

6. Items furnished by the WYBC Public Relations Department. They will also be on my clip.

7. The weather report--heeler will call 4-0870 each night as assigned by the member doing the program.

GENERAL POLICY: Try to make it INTERESTING. GIVE IT A LITTLE PREPARATION. Also: We are glad to give any legitimate publicity to any other Yale extra-curricular organizations.

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